

MILLVILLE SENIOR HIGH SCHOOL
Attendance Procedure Highlights
2016-2017

Parents/guardians are required to report a student's absence daily by leaving a message on 856-293-2271 Please include the following information with your message: Students name, date and reason for absence.

Absences

- 1) **5 unexcused absences per semester.** The absence will not be excused until appropriate written documentation is provided by a licensed physician or legal agency **within 5 school days** after returning to school.
- 2) Religious holidays are excused absences if a note is provided prior to the holiday and it is under the State of NJ recognized holidays.
- 3) Students who exceed the limit of **5 unexcused absences per semester** will be placed on a "non-credit" status and restricted from all Co-Curricular Activities. These restrictions include Prom and/or Graduation Ceremonies for Seniors.
- 4) Students must attend Credit Completion make-up sessions for each unexcused day which exceeds the limit of **5 unexcused absences for the semester** to be removed from the Restricted List.
- 5) Students who fail to attend the make-up sessions will remain on "non-credit" status and will receive no credit for the semester, regardless of the grades earned. This could effect graduation and sports eligibility and students may also be referred to Municipal Court or dropped from roll.
- 6) Students will only receive perfect attendance if they are not tardy, absent, or have any early dismissals, both excused and unexcused.
- 7) Seniors with Early Release that reach 8 unexcused absences will lose their Early Release status for the remainder of the semester.

Early Dismissals

- 1) Early dismissal requests should be made in writing at the start of the day or any days prior to the release and can only be made by a Parent or Guardian. **Emergency contacts are not authorized to request an early dismissal.**
- 2) Student will only be permitted 5 unexcused early dismissals in a Semester. Any early dismissal requests after 5 will not be granted without administrative review for approval.

Tardy to School

- 1) Pupils who arrive after 9:09 AM or leave before 12:47 PM (even if dismissed from the nurse's office) will be counted as absent for the day, in compliance with the 4 hour instructional day requirement. **This time only applies for students who have not missed any other instructional time due to lateness or cutting class.**
- 2) If a student arrives **tardy during a ½ day schedule**, it will be considered an absence in accordance with the 4 hour instructional day requirement.
- 3) Early Release students are expected to be on time. If a student with early release arrives to school after homeroom, it will be counted as an absence because they did not meet the 4 hour requirement of instruction.
- 4) Students who acquire 25 or more tardy incidents within a school year will be placed on Restriction for the entire year preventing them from participating in any Co-Curricular Activities including but not limited Senior Trip and Prom and possibly a placement in Alternative School.
- 5) Students who come late where they are considered absent **cannot** participate in after school sports or programs.

EARLY DISMISSALS

Please do not call the Attendance Office for early dismissals from school. We ask that all parents requesting an early dismissal do so in WRITING with the following information included: Students name, date and time of dismissal needed, reason for the early dismissal and a contact number to reach the parent/guardian.

***A complete listing of our attendance policy and procedures can be found on our school website.**